

GENERAL MANAGER, WATER RESOURCES

DISTINGUISHING FEATURES

The fundamental reason the General Manager, Water Resources position exists is to plan, organize, and manage all functions and operations of the Water Resources Department. Provides administrative direction to ensure efficient service delivery by the all functions and operations of the City's Water Resources Department, which includes Administration, Operations, Engineering, Water/Wastewater Treatment and Water Quality. Work is performed in accordance with statutory procedures and broad policies as prescribed by the City Manager's office, which holds the General Manager, Water Resources responsible for the effectiveness of departmental programs. This position reports directly to an Assistant City Manager.

ESSENTIAL FUNCTIONS

Reviews programs, objectives, and operating budgets of all divisions within Water Resources. Establishes department policies, procedures, and regulations.

Hires, trains, and evaluates key personnel. Approves all department personnel actions.

Maintains positive working relationships within the department and with other departments.

Supervises the preparation of annual financial reports. Reviews and approves budgets and five-year plans.

Negotiates and advises local groups and individuals related to water resources issues, and keeps City officials informed on all water resources-related issues.

Manages the work of administrative, professional, technical and skilled labor staff involved in the design, construction and maintenance of the City's water and wastewater operations. Plans, organizes and coordinates resource utilization in all divisions. Effectively develops, evaluates and directs managerial and supervisory personnel.

Represents the City to other governmental jurisdictions.

Interacts with City Officials to keep them informed of matters relating to Water Resources and their possible impact on citywide issues.

Prepares and presents information to a variety of commissions, committees, executive team and City Council. Represents the City and speaks at public meetings and conferences. Confers with engineers, developers, architects, and a variety of agency representatives regarding Water Resources matters.

Develops creative solutions to complex problems.

Reads and interprets blueprints and technical reports.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Water resources planning and principles; management techniques; the principles and practices of employee supervision; and budget management.

The principles, practices, regulations, terminology, laws, ordinances and codes related to public works planning, design, construction and maintenance.

Ability to:

Establish and maintain cooperative and effective working relationships with City officials, city departments, citizen groups, community leaders, businesses and the general public with widely diverse points of view.

Plan and organize data, coordinate programs, and make decisions.

Produce written documents with clearly organized thoughts using proper grammar.

Observe, review and check the work of staff members to ensure conformance to standards.

Enter data or information into a terminal, PC or other keyboard device.

Operates a variety of standard office equipment, including a personal computer that require continuous and repetitive eye and arm or hand movement.

Conduct research and analyze results.

Communicate effectively, both orally and in writing.

Support City Council and top management decisions.

Maintain regular consistent attendance and punctuality.

Education & Experience:

Bachelor's degree in Water Resources, Business Administration, Civil Engineering, or in a related field, with emphasis in Public Administration.

Extensive (7-10 years) progressively responsible experience in the management of a medium or large public- or private-sector organization; and experience in issues affecting government.

A Master's degree is desirable.

A valid Driver's License with no outstanding citations for 39 months is required for all driving positions.

FLSA STATUS:

Exempt

HR Ordinance Status: Unclassified